



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **880122-06**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Department of Natural Resources Environmental Protection Division Air Quality Control Section-Source Monitoring 156 Trinity Avenue, S.W., Suite 320 Atlanta, Georgia 30303	Application Number 89-010	
Application Number		Date Received JAN 22 1988	Date Completed MAR 31 1989
2. Person to Contact Linda L. Bray		Working Title Senior Secretary/Typist	Telephone Number 656-4997
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>80-394-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>ca 1970</u> Latest <u>ca 1989</u> <u>ca 1970</u> Present		5. Records Series Title (followed by title used in office, if different) Air Quality Source Monitoring Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Determining air pollutant emissions from stationary sources. A Included are: Test reports including summary of results of testing, all data utilized to obtain results, conditions under which tests were conducted. File is arranged: Alphabetically by company			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>60</u> ; Seven to twelve months old <u>30</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>12</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

-X	If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------------|-----------------------------------|----------------------------|
| a. State Law | <u>not</u> <u>0</u> years. | d. Audit period | <u>not</u> <u>2</u> years. |
| b. Statute of limitation | <u>not</u> <u>0</u> years. | e. Administrative need | <u>10</u> <u>5</u> years. |
| c. Federal law | <u>not</u> <u>0</u> years. | f. Federal retention instructions | <u>2</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Test report is needed for reference until updated report is received, or if no updated report is received until information is obsolete.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

CHANGE

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in active file until report is 3 years old or until an updated test report is received, whichever is sooner; then transfer to State Records Center; hold 7 years; then destroy. [Agency must cite year records became inactive on Transmittal.]

cut off inactive file at end of each calendar year;

OST 3/9/89

** Prior accumulations to be disposed of in accordance with schedule 80-394-A, approved April 16, 1985:

Hold in active file until report is 5 years old or until an updated test report is received, whichever is sooner; then place in inactive file. Cut off inactive file at end of each calendar year; then transfer to local holding area; hold 1 year; then transfer to State Records Center; hold 4 years; then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1-19-88	<i>[Signature]</i>	6-19-88
89-010		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
880122-06		<i>[Signature]</i>	3/31/89
		Secretary of State/Designee	Date
		<i>[Signature]</i>	3/27/89
		GOVERNOR	Date
		<i>[Signature]</i>	3/31/89



Secretary of State
Department of Archives and History
330 Capitol Avenue S.E.
Atlanta, Georgia 30334

89-010
3/31/89

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M E M O R A N D U M

DATE: April 10, 1989

TO: Pat Harrison, Records Officer, Dept. of Natural Resources

FROM: Peter E. Schinkel, Records Management Division *PE Schinkel*
Director

SUBJ: Air Quality Source Monitoring Report Files," CY88 and continuing.

SCHEDULE

NUMBER: 89-010, approved 3/31/89; changes and amends schedule #80-394-A, approved 4/16/85.

The application for retention schedule for the above records series has been approved by the State Records Committee and assigned the listed schedule number.

Enclosed is a copy of the Committee-approved application.

This schedule authorizes the storage of these records in the State Records Center. Please contact the Operations Manager, State Records Center prior to planning the transfer of records for State Records Center storage.

Please note that these records need to be identified by year of cut-off on the transmittal; records cut-off in years prior to CY88 will be disposed of in accordance with schedule #80-394-A rather than 89-010.

Please call us at 656-2379 if you have questions.

cc: Agency file
Application file
RG
RARC